

NATIONAL WEATHER SERVICE POLICY DIRECTIVE 60-6

February 4, 2005

Administration and Management

Information Technology Privacy Policy

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: W/CIO (R. Bunge)

Certified by: W/CIO (P. Chan)

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SUMMARY OF REVISIONS:

1. Information Technology (IT) Privacy is the protection of confidentiality of personal or business information that is identified to the individual or business. This information is collected from respondents through information collection activities or from other sources and is maintained by the Department of Commerce (DOC) in IT systems. This information is called “identifiable information.” Office of Management and Budget (OMB) guidance, consistent with the E-Government Act of 2002, protects personally identifiable information. NWS, through this policy, is extending the same protection to business identifiable information.

2. The objective of the IT Privacy Policy is to ensure NWS systems maintain an adequate level of IT privacy for any information collected using IT resources under NWS control.

3. This directive establishes the following authorities and responsibilities:

3.1 The Assistant Administrator (AA) for Weather Services is responsible for overseeing adequate protection of confidentiality of personal or business information of an individual or business.

3.2 The NWS Chief Information Officer (CIO) will monitor staff responsibility for IT Privacy. The NWS CIO will:

a. Develop IT privacy policy and guidance and ensure their dissemination and implementation throughout NWS. This includes policy and guidance for operating units on the preparation of Web Privacy Policies, conduct of Privacy Impact Assessments (PIAs), and posting of privacy policies and PIAs on NWS websites used by the public.

b. Review PIAs, with the assistance of the DOC Chief Privacy Officer.

c. Submit OMB-mandatory PIAs to OMB.

d. Prepare and submit to OMB an annual report on compliance with the privacy provisions of the E-Government Act of 2002.

3.3 System owners are responsible for providing adequate and appropriate levels of

protection of confidentiality of personal or business information that is identified to the individual or business collected using IT resources under their control. System level IT privacy will ensure information confidentiality and integrity are commensurate with NWS business needs for information collection in the accomplishment of the organization's mission. The System owners will:

- a. Collect the minimal amount of information necessary from individuals and businesses required by the Agency's mission and legal requirements
- b. Provide a notice, stated in a clear manner, describing the purpose of the collection and use of the identifiable information. Information collected will not be used for any other purpose unless authorized or mandated by law.
- c. Ensure that information collected is maintained in a sufficiently confidential, accurate, timely, and complete manner to ensure that the interests of the individuals and businesses are protected.
- d. Implement adequate physical and IT security measures to ensure that the collection, use, and maintenance of identifiable information is properly safeguarded and the information is promptly destroyed in accordance with approved records control schedules.

3.4 NWS Program Managers will:

- a. Incorporate this policy as required.
- b. Determine whether there is a need for a PIA, based on the DOC IT Privacy Policy definitions.
- c. Conduct the PIA and submit to the NWS CIO.

4.0 This policy directive is supported by the references listed in Attachment 1.

<u>Signed by</u>	<u>1/25/05</u>
Brigadier General David L. Johnson, USAF, Ret.	Date
Assistant Administrator for Weather Services	

Attachment 1

References and Supporting Information

References

The [Privacy Act](#) of 1974 (5 USC 552a) regulates the Federal Government's collection, use, maintenance, and dissemination of information about individuals.

Section 208 of the [E-Government Act of 2002](#) (44 USC 3501 *note*) establishes procedures to ensure the privacy of personal information in electronic records and provides guidance for conducting Privacy Impact Assessments.

The [Paperwork Reduction Act \(PRA\) of 1995](#) (44 USC 3501 et seq.) is designed to reduce the public's burden of answering unnecessary, duplicative, and burdensome government surveys.

The [Trade Secrets Act](#) (18 USC 1905) provides criminal penalties for the theft of trade secrets and other business identifiable information.

The [Children's Online Privacy Protection Act of 1998](#) (15 USC 6501-06) regulates the online collection and use of personal information provided by and relating to children under the age of 13.

OMB [Circular A-130](#), "Management of Federal Information Resources," establishes a policy for the management of Federal information resources, including automated information systems.

OMB [Memorandum M-03-22](#), OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, September 26, 2003, provides specific guidance to agencies for implementing Section 208 of the E-Government Act.

DOC IT Privacy Policy, <http://www.osec.doc.gov/cio/oipr/ITPrivacypol.html>

NWSPD 60-1, Technical and Content Requirements for Internet Servers, addresses the web privacy policy and posting requirement.